

Management Summary Report

Ankita Gangotra

Document Control

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Contents

[1. Overview 3](#_Toc390158596)

[2. Summary of Group Activities during the Period 3](#_Toc390158597)

[2.1 Management Tasks 3](#_Toc390158598)

[2.2 Problems/Issues 3](#_Toc390158599)

[2.3 Changes and solutions to problems/issues 3](#_Toc390158600)

[2.4 Project Meetings 4](#_Toc390158601)

[2.5 Project Planning & Status 4](#_Toc390158602)

[2.6 Impact of Possible Deviations 4](#_Toc390158603)

[2.7 Information on Co-ordination Activities during the Period 4](#_Toc390158604)

[2.8 Gantt Chart & PERT Chart 4](#_Toc390158605)

[3. Deliverables and Milestones Tables 4](#_Toc390158606)

[3.1 Deliverables 4](#_Toc390158607)

[3.2 Milestones 5](#_Toc390158608)

# Overview

The Project Manager (Ankita Gangotra), the Deputy Project Manager (Max Holland) and Documentation Manager (James Oatey) are in-charge of the entire management of the project.

The Project Manager is responsible for taking an overviewing role in the company and the primary point of contact between the investors, other groups and the team members. She is ensures the smooth running of the project so that deliverables are delivered on time.

The Deputy Project Manager is responsible for the Quality Assurance in the company so that the deliverables meet a certain standard.

The Documentation Manager is responsible for the editing, reviewing and handing in of documents alongside being responsible for taking minutes and writing specific documentation.

This report summarises the management activities of Spoon (Group 2) from **30th May, 2014 to 12th June, 2014 (end of project)**.

# Summary of Group Activities during the Period

## Management Tasks

The primary management task is to ensure that the deliverables are quality assured and on time. The management team sets internal deadlines and makes sure every team member follows a project plan to guarantee this. Amongst other tasks of the management team are organising meetings, writing agendas, signing timesheets and ensuring optimal use of the employees’ qualifications.

All of these have been fulfilled during the entire period of the project. Please refer to Agendas, Timesheets, Weekly Reports, other Management Reports, Project Plan, Risk Register and Project Communication Plan for them.

## 2.2 Problems/Issues

The only problem in the last 2 weeks of the project was that there wasn’t enough testing for the different changes made to the product.

Also the XML playlists’ content was not up to the mark.

## 2.3 Changes and solutions to problems/issues

A task team was setup to go through the code testing as many classes as possible. This seemed to work out well for the team.

As for the XML playlists, the Dep. Finance Manager was asked to step-up and enhance the content.

## 2.4 Project Meetings

The company has held a total 34 meetings, with the entire team present. The days for the meetings in the summer term have been fixed per week as-

* Tuesday: 13.00-14.00 hrs. [1 hour]

The sub-teams also have weekly meetings the frequency of which can vary from one to three times a week.

## 2.5 Project Planning & Status

The project plan is primarily based on deliverable deadlines. To that some of the internal deadlines have been added along with weakly tasks every team member should aim to finish. So far the company is adhering to the project plan and all the deliverables have been delivered before/on time. New additions to the plan have been discussed above.

Iteration 6 ended on 4th June, 2014 and development for the product was stopped on 7th June, 2014.

The sales presentation was delivered on 9th June, 2014 and currently the team is finishing refactoring of the code and documentation for the final hand-in on 12th June.

## 2.6 Impact of Possible Deviations

There were no major deviations in the last 2 weeks of the project.

## 2.7 Information on Co-ordination Activities during the Period

Another version of the PWS, v.10, was created.

## 2.8 Gantt Chart & PERT Chart

Please refer to the Project Plan for the GANTT & PERT Chart for the project.

# Deliverables and Milestones Tables

## Deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable no.** | **Deliverable Name** | **Lead Group Member** | **Delivery Date** | **Delivered Yes/No** | **Comments** |
| 1. | Group Tender Presentation | Project Manager, Software Manager, Finance Manager | 20-02-2014  [Thursday Wk-7 Spring Term] | Yes | Was successfully delivered on time. |
| 2. | Sales Presentation & Demo | Project Manager, Software Manager, Finance manager & Marketing Manager | 09-06-2014  [Monday Wk-8 Summer Term] |  | Was successfully delivered on time. |

## 3.2 Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Producer** | **Recipient** | **Due Date** | **Delivered**  **Yes/No** |
| ***Spring Term*** | | | | |
| **Functional Specification** | Docs Manager, Project Team | Supervisor, Project Team Managers | 28-01-2014  [Tuesday Wk-4] | Yes |
| **QA Manual** | Deputy Project Manager, Docs Manager, Project Team | All company personnel, Supervisor | 03-02-2014  [Monday Wk-5] | Yes |
| **Financial Business Plan** | Finance Team, Sales and Marketing Manager | Financial Backer (AEW), Client (SJP), Project Manager | 07-02-2014  [Friday Wk-5] | Yes |
| **Project Wide Standards** | Other Groups, Docs Manager | Project Team | 13-02-2014  [Thursday Wk-6] | Yes |
| **Group Tender Presentation** | Docs Manager, Project Team | Financial Backer (AEW), Client (SJP), Supervisor | 20-02-2014  [Thursday Wk-7] | Yes |
| **Financial Report 1** | Finance Team | Financial Backer (AEW) | 21-02-2014  [Friday Wk-7] | Yes |
| **Contracts Agreement** | Project Manager, Dep. Project Manager, Docs Manager | Supervisor, Client (SJP) | 25-02-2014  [Tuesday Wk-8] | Yes |
| **Financial Report 2** | Finance Team | Financial Backer (AEW) | 07-03-2014  [Friday Wk-9] | Yes |
| **First Iteration Complete** | Software Team, Project Team | Supervisor | 14-03-2014  [Friday Wk-10] | Yes |
| **Final Test and Integration Plan** | Software Team | Client (SJP) | 14-03-2014  [Friday Wk-10] | Yes |
| ***Summer Term*** | | | | |
| **Financial Report 3** | Finance Team | Financial Backer (AEW) | 09-05-2014  [Friday Wk-3] | Yes |
| **Financial Summary Report** | Finance Team | Financial Backer (AEW) | 30-05-2014  [Friday Wk-6] | Yes |
| **Demonstrations and Sales Presentations** | Sales & Marketing Manager, Project Team | Client (SJP) | 09-06-2014  [Monday Wk-8] | Yes |
| **Final hand-in of all deliverables** | Project Team | Client (SJP), Financial Backer (AEW) | 12-06-2014  [Thursday Wk-8] | Yes |
| ***Internal Deliverables*** | | | | |
| **Project Plan** | Project Manager | Team Mangers, Project Team | [Wk-5] | Yes |
| **QA Auditing and Metrics** | Dep. Project Manager | Project Manager | Audits throughout project, metrics at the end of project | Yes |
| **Timesheets** | Project Team | Finance Manager, Project Manager, Dep. Project Manager | Throughout project | Yes |
| **Progress reports** | Team Managers | Project Manager, Dep. Project Manager | Throughout project | Yes |
| **Meeting agenda** | Project Manager | Team Managers, Project Team | Prior to meeting | Yes |
| **Meeting minutes** | Docs Manager | Project Manager, Dep. Project Manager, Project Team | After meeting | Yes |